

Thursday, April 18th & May 16th

4pm-8pm At Historic Holt Park 121 W. 5th Street, Holtville, CA 92250

Fresh Produce - Craft Booths - Music - Food

Please call Glyn at 760-356-4170 for more information facebook.com/HoltvilleFarmersMarket



Jueves, 18 de abril y 16 de mayo

4pm-8pm en el histórico Parque Holt 121 W. 5th Street, Holtville, CA 92250

Frutas y Verduras Frescas - Artesanías - Música - Comida

Para obtener más información, por favor llame a Glyn 760-356-4170 facebook.com/HoltvilleFarmersMarket



HOLTVILLE FARMER'S MARKET/STREET FAIR

Application & Agreement

| Name | | | |
|---|--|--|--|
| Business Name: | | | |
| Mailing Address: | | | |
| City, State and Zip Co | ode: | | |
| Phone: | | Fax: | |
| E-mail: | | | |
| Contact Person: | | Contact Phone: | |
| TI | HE FOLLOWIN | IG WAIVER MUST BE DATE | D AND SIGNED. |
| every one of them harr activities. I hereby give media account of this ev | nless for any a permission for vent. I acknowl | nd all injuries and/or damages the free use of my name and p | ratives, and/or assigns, and hold each and suffered in connection with all market icture in broadcast, telecast and/or print d fully understand the restrictions stated e City of Holtville. |
| Date | Print Name | e and Title | Signature |
| Participation Date | es: | Thursday, April 18 th Thursday, May 16 th | 4:00 p.m. to 8:00 p.m. 4:00 p.m. to 8:00 p.m. |
| City of Holtville 121 West Fifth Street Holtville, CA 92250 | | Office Use Only Date Received | |
| Contact: Glyn Snyder (760) 356-41 gsnyder@holtville.ca.gov | | Re | ceived By |

Holtville Farmer's Market/Street Fair Rules and Regulations

- (1) All Vendors must obtain a City of Holtville Business License (no charge) to participate.
- (2) Food Vendors must obtain a Health Food Permit.
- (3) Swap Meets, Flea Markets or Special Events Certification is required.

People who sell merchandise in California are generally required to hold a Seller's Permit.

You may not sell at this event unless you have a Seller's Permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a Section 6015 retailer.

You may electronically register for Seller's Permit at no cost to you by visiting our website at www.boe.ca.gov. To find a Board of Equalization office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales – Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items accumulated for their own use and who sells only those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12 month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go". Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers – Revenue and Taxation Code 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price", (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual sales people/representatives (for example, Avon, Tupperware).

Verification of a seller's status is required by law.

Participants are responsible for providing:

- pop-up canopy
- table (s) for display
- chairs
- display rack
- dolly for loading/unloading
- extension cord
- Health Department Permit

Vendor Requirements:

- 1) All spaces are assigned by the City of Holtville.
- 2) All items are required to be sold by and supervised by the vendor or staff employed by the vendor.
- 3) All setup is to be completed within 30 minutes of the start of the event. Upon completion of setting up all vehicles must be moved to the designated Vendor Parking Area.
- 4) Vendors are responsible to set up their own display, and clean up their area immediately after the event is over. All vendors are required to remain in the area during the hours of the event.
- 5) All signage and decorations must meet City approval.
- 6) The City will provide and distribute media information and publicity.
- 7) The Holtville Farmer's Market/Street Fair is an outdoor event that may have inclement weather conditions. The City is not responsible for any damage or theft of any goods, items or vendor display.
- 8) All vendors shall obtain, at their own expense, licenses and permits required for operation, including but not limited to licenses and permits required by the State of California, the County of Imperial (i.e. Seller's Permit State Board of Equalization, County Health Permit).
- 9) Participants in the City of Holtville Farmer's Market/Street Fair are prohibited from selling or distributing items that generate public complaints and/or extraordinary clean-up. Prohibited items include "silly string", "spray stink", etc. Vendors selling unapproved items will be asked to leave the premises without refund.
- 10) It is recommended that all vendors have a City of Holtville business license.

STATE OF CALIFORNIA BOARD OF EQUALIZATION

SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION

People who sell merchandise in California are generally required to hold a seller's permit.

You may not sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at www.boe.ca.gov. To find a Board of Equalization (BOE) office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

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Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

| I. EVENT INFORMATION | | | |
|--|---------------------------------|--------------------------------|---|
| EVENT NAME AND PLACE | | | |
| EVENT DATE(S) | TABLE/BOOTH/LOCATION II | TABLE/BOOTH/LOCATION ID# | |
| 2. VENDOR/EXHIBITOR INFORMATION | | | |
| WNER'S NAME | | | |
| MAILING ADDRESS (street number or P.O. box) | | | |
| city, state and zip code) | | TELEPHONE NUMBER | |
| RIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE | | | |
| STATUS—Check appropriate boxes, and provide requestion I hold a valid seller's permit. My number is: | ested information | 2/10/-2 | · |
| ☐ No sales of tangible personal property are being | made or solicited at this even | t. | |
| I am not required to hold a seller's permit becaus My retail product sales are not subject to I sell on behalf of a section 6015 retailer. | se: o tax | exempt occasional sales | |
| . CERTIFICATION - Partners/additional sellers, comple | ete a separate copy of this for | n | |
| The above statements are certified to be co | orrect to the best knowledge a | and belief of the undersigned. | |
| | | | |
| AME (typed or printed) | | TITLE | |
| IGNATURE | | DATE | |

Privacy Notice

This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at www.boe.ca.gov/pdf/boe324gen.pdf, then scroll to the second page.

What happens if I don't provide the information?

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at www.boe.ca.gov. Additional information regarding your records can be found in publication 58-A, How to Inspect and Correct Your Records. For a copy of this publication, go to www.boe.ca.gov or call the Taxpayer Information Section at 800-400-7115 (TTY:711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 916-445-2918 or by writing:

Disclosure Officer, MIC:82 State Board of Equalization PO Box 942879 Sacramento, CA 94279-0082

Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

Sales and Use Tax
Board of Equalization
Deputy Director, SUTD, MIC:43
PO Box 942879
Sacramento, CA 94279-0043
800-400-7115

Property and Special Taxes and Fees Board of Equalization Deputy Director, PSTD, MIC:63 PO Box 942879 Sacramento, CA 94279-0063 800-400-7115



COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH 797 Main Street, Suite B, El Centro, CA 92243 Tel. (760) 336-8530, FAX (760) 352-1309

APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT

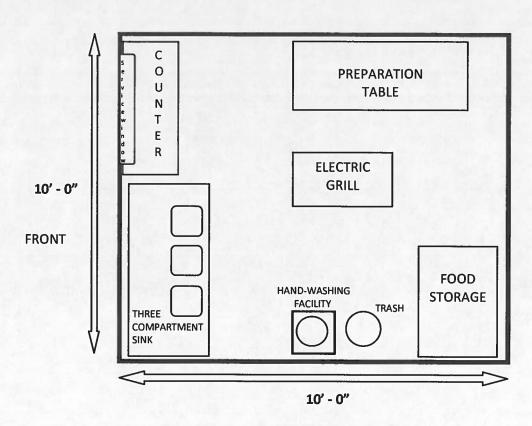
Applications must be submitted at least (2) two weeks before the day of the event. Failure to submit within the required time frame may result in denial of your permit application. Applications submitted after the 2 week deadline may be accepted along with the submittal of a late processing fee of \$75. Each booth must complete a permit application. Non-profit organizations applying to operate at community events shall submit application directly to the event organizer. Facilities intended for commercial (profit) purposes shall submit applications directly to: Imperial County Division of Environmental Health, 797 Main Street, Suite B, El Centro, CA 92243 (Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded).

| Mailing address: City: | State: Zip code: |
|---|---|
| Name of temporary food facility operator (person-in-charge): | Contact number: () |
| E-mail address of temporary food facility operator: | Fax number: () |
| Temporary food facility classification, please check: | |
| Commercial (For-profit) | |
| 1-4 day permit, \$82.00 | nit, \$154.00 |
| ☐ Veteran's Fee Exemption | |
| Attach copy of honorable discharge form or other evidence of honorable release fr | rom US Armed Services |
| Non-profit Charitable Organization | |
| Name of non-profit organization: | |
| | |
| All proceeds will be donated to a non-profit organization | |
| All proceeds will be donated to a non-profit organization Name of non-profit organization: | |
| | Contact number: |
| Name of non-profit organization: Name of person-in-charge of non-profit organization: Late submittal processing fee of \$75.00 plus permit fee. ***Note - The fee applies | to for-profit operators, event organizers |
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| Name of non-profit organization: Name of person-in-charge of non-profit organization: Late submittal processing fee of \$75.00 plus permit fee. ***Note - The fee applies | to for-profit operators, event organizers |
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| TEMPORARY FOOD FACILITY PROPOSED OPERATION | | | | | |
|---|--|--|--|--|--|
| List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, alcohol, and prepackaged foods. | | | | | |
| prepackageu roous. | | | | | |
| | | | | | |
| | | | | | |
| Where are foods including beverages, condiments, ice, alcohol, and prepackaged foods going to be purchased | | | | | |
| (food must be purchased from an approved source)? **Please retain receipts of purchase during the event. | | | | | |
| Where are foods going to be prepared, handled, or served? Check applicable box(s): | | | | | |
| Foods and/or beverages will be prepared/served within the temporary food facility. | | | | | |
| Foods will be prepared/served/handled at an approved, permitted commercial kitchen facility | | | | | |
| Name of commercial facility: ** Complete form titled Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event and submit it with application in | | | | | |
| temporary food facility operators will prepare/serve/handle foods at a permitted commercial kitchen. | | | | | |
| Baked goods, such as cookies, cakes, cupcakes will be prepared at home (only non-profit organizations). | | | | | |
| No food preparation will be done, temporary food facility will handle prepackaged food and/or beverages. | | | | | |
| If non-prepackaged foods will be handled, please check the type of hand-washing facility to be provided: | | | | | |
| A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels. | | | | | |
| A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels. | | | | | |
| A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use paper towels, and a container | | | | | |
| for wastewater holding. | | | | | |
| If food preparation or serving will be done within the temporary food facility, please check the method to | | | | | |
| be provided for the handling of dirty utensils: | | | | | |
| A stainless steel, three-compartment sink with two (2) drainboards. | | | | | |
| Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water). | | | | | |
| Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils. | | | | | |
| If highly perishable foods are to be handled, please check the type of temperature holding equipment to be | | | | | |
| provided: | | | | | |
| Cold Holding Equipment: | | | | | |
| ☐ Ice chests ☐ Freezers ☐ Refrigerated trucks ☐ Other approved equipment: | | | | | |
| Hot Holding Equipment: | | | | | |
| Grills/Barbecues Portable electrical stoves Gas propane operated equipment | | | | | |
| Chafing dishes Electric slow cookers Steaming table | | | | | |
| Heat lights | | | | | |
| How will wastewater generated from food operation be collected and disposed of? | | | | | |
| Wastewater will be collected in water-tight receptacles and disposed at the event through a plumbing system. | | | | | |
| Wastewater will be collected in water-tight receptacles and disposed through a plumbing system <u>outside event premises</u> . | | | | | |
| **Disposing water on the ground is prohibited. | | | | | |
| How will garbage generated from food handling will be collected and disposed? | | | | | |
| | | | | | |
| | | | | | |

| What will be purposes? | e the source of p | ootable water utilized for hand | -washing, utensil wash | ing, and general cleaning |
|--|--|--|---|--|
| TENADODAD | Y EOOD EACHITY | CET LIB DECODIOTION | | |
| If non-prepac calendar year walls, approv | ckaged food will be h r is selling non-prepa ed flooring, ceiling, | ackaged food, a fully enclosed booti and a minimum of one (1) service w | h shall be required. A fully vindow to dispense food fro | than four (4) times within the current enclosed booth consists of four (4) om of approximately 1ft x 1 ft. |
| Check the | materials to be u | utilized to construct the food | booth: | |
| ☐ Canvas | Fine mesh scree | ning Plastic Wood | Other approved material: | |
| Check the t | type of flooring t | o be provided: | | |
| ☐ Concrete | ☐ Smooth | | | |
| Clean tarp | s Foam flo | | oring: | |
| preparation 1 | tables, food/potabl | attach a floor plan indicating the | e proposed layout of the g/extra clean utensil stora | cold/hot holding equipment, food age, trash receptacles, wastewater 4. |
| | | | | |
| I am familiar wit who operates a County Division SIGNATURE OF | th operational requirer food facility shall obta of Environmental Heal F APPLICANT FOR TE | in all necessary permits to conduct busi | iness, including but not limited | irements. I understand that any person d to this permit issued by Imperial DATE TITLE |
| FOR OFFICE USE | APPLICATION: | TED DV. DATE. | FA# | INVOICE# |
| DATE TO SE | AMOUNT | PAID: | CHECK/TRANS# | RECEIVED BY |
| | | CASH CHECK CREDIT CAR | <u>{D 1</u> | |

TEMPORARY FOOD FACILITY FLOOR PLAN EXAMPLE



BBQ UNIT

DRAWING NOT TO SCALE

Fully Enclosed Booth

